

Minutes of the Finance Committee

Monday, October 27, 2003

Chair Haukohl called the meeting to order at 8:55 a.m. and led the committee in the Pledge of Allegiance.

Present: Supervisors Pat Haukohl (Chair), Committee Members, Joe Griffin, Don Broesch, Joe Marchese, Jim Behrend, Bonnie Morris and Genia Bruce

Also Present: Legislative Policy Advisor Mark Mader, Director of Administration Norm Cummings, Budget Specialist Linda Witkowski, Budget Manager Keith Swartz, Building Operations Manager Mark Keckeisen, Business Manager Betsy Crosswaite, Landscape Architect Pam Linn, Register of Deeds Mike Hasslinger, UW Extension Director Marcia Jante, Community Development Coordinator Glen Lewinski, Deputy Director of Health and Human Services Ernie Messinger, Administrative Services Manager Russ Kutz, Children and Family Division Manager Jesus Mireles, Long Term Care Division Manager Jack Bodien, Co. Bd. Supervisors Rodell Singert and Bill Mitchell, Office Services Coordinator Windy Jicha, Employee Benefits Administrator Pete Hans, Accounting Services Manager Larry Dahl, Senior Financial Analyst Mike Baniel, Andy Thelke and Clara Daniels, Emergency Management Coordinator Jim Maleug, Legislative Associate Sandra Meisenheimer

Approve Minutes of October 6, 2003

MOTION: Marchese moved, Behrend second, to approve the minutes of October 6, 2003. **Motion carried:** 7-0.

Approve Minutes of October 8, 2003

MOTION: Behrend moved, Bruce second, to approve the minutes of October 8, 2003. **Motion carried:** 7-0.

Approve Minutes of October 14, 2003

MOTION: Behrend moved, Morris second, to approve the minutes of October 14, 2003. **Motion carried:** 7-0.

Executive Committee Report

Haukohl said all the ordinances discussed at the Executive Committee were approved.

Schedule Next Meeting Dates

- Wednesday, November 5 – a.m.

Discuss and Consider 2004 Capital Projects

Director Cummings said we have stable funding in the capital projects program. Waukesha County has been known for providing current funding rather than borrowing funds from other sources. In past years, when we got mandate relief from the state, we budgeted for it in the capital plan. The benefit of this is that it is easier to cut from a capital project than it is to cut a program. Director Cummings reviewed with the committee what strategies are used to put the capital plan together.

Next, Director Cummings reviewed the Debt Service chart on page 461 of the budget book. Future debt service is projected based on capital expenditures planned for in the county's five-year capital plan. Debt is managed to maintain debt service payments at less than 10% of each respective budget year governmental operating expenditures. The importance behind that is if you spend money on debt services, you can afford to build new buildings but you cannot afford to fund the programs within the buildings. It doesn't make sense to build a road if you cannot afford to maintain it. Instead of borrowing more money,

the county wants to best use its fund balances. We can't go away from our needs and this year had to be less aggressive due to the current financial environment. Director Cummings said there is an amendment to the 2004 capital plan in regards to the Moor Downs project, which will be addressed later in this meeting.

Discuss and Consider 2004 Debt Service

Director Cummings reviewed the Debt Service Fund. Debt Service provides funds sufficient to make annual interest and principal payments on county debt obligations borrowed for capital expenditures. By statute, the county's outstanding debt is restricted to 5% of the equalized value of all property in the county. Debt Service is a percent of total government operating expenditures, excluding proprietary funds and capital projects funds, is a measure of debt service impact to operations. As a fixed cost, debt issues are structured to maintain debt services at less than 10% of the total governmental operating expenditures in future county budgets. Projected debt includes debt expected to be issued for capital projects in future years of the 2004-2008 five-year capital projects plan. Projected expenditures assume a 5.5% annual growth rate and includes an estimated jail facility expansion impact of up to \$3 million in 2005. Witkowski said page 478 of the budget book outlines the debt service as a percentage of operating expenditures.

Discuss and Consider 2004 Non-Departmental Budget (General Fund, Contingency Fund, and End User Technology Fund)

Director Cummings, Dahl, Baniel and Hans were present to discuss the Non-Departmental 2004 operating budget as outlined in the budget book. Total budgeted expenditures for 2004 are \$2,716,370 and total revenues are expected to be \$2,297,020 for a tax levy decrease of \$57,428 or -12%. This budget consists of the following funds: End User Technology, Contingency and General. Director Cummings went through each 2004 Specific Activities and Purpose listed on page 392 of the budget book and related them to specific budget expenditures on page 393.

Maleug said they are proposing to contract to the City of Waukesha Fire Department for their Haz-Mat services for the entire county. This will eventually eliminate all costs for supporting the many current teams, give coverage to most of the county and eliminate equipment costs for a service that is called upon 15-20 times per year. This service has to be provided to the county. Many counties in Wisconsin have been using this program for more than ten years. State statutes allow Emergency Management agencies to collect for services rendered to the responsible parties.

Director Cummings said per enrolled ordinance, the county is providing the Waukesha County Historical Society with \$190,000 as a one-time building capital expenditure grant for renovation costs of the Courthouse Annex building and \$122,000 to be used in 2004 towards the City of Waukesha \$900,000 ten-year loan. Director Cummings will be meeting with a professor from Carroll College and Sue Baker of the Historical Society to discuss the methodology for figuring out the number of guests visiting the Historical Society annually. He talked to their engineer and things are going quite well.

Cummings gave the committee the history of the self-insurance program in Waukesha County. Hans distributed and discussed a handout titled 2004 Retiree Health Insurance Costs. He said Waukesha County offers a retiree health insurance plan to its employees. The premium rates for this plan are developed independent of the active employee Point-of-Service health plan. Retirees are responsible for paying the full premium costs. Despite the county's attempts to establish a self-sustaining premium structure for the

retiree plan, it continues to operate at a loss. For 2004 the County's consulting actuary recommended a 15.5% premium for increase for the active plan and a 51.9% premium increase for the retiree plan.

Cummings said he believes that passing a 51.9% premium increase onto the retirees would jeopardize their ability to continue participation in the plan. As an alternative, the consulting actuary recommended a 19.8% blended rate increase for both the active plan and the retiree plan. However, the 2004 budget was initially developed with a 14% increase for the active plan based on our consulting actuary's September 2002 projection. Changes were subsequently made to the departmental budgets to increase the funding of the active plan to 16%, because a 19.8% increase was not attainable by the time the actuary's final report was completed. The 2004 retiree plan rates will also be increased by 16%. This increase will create a revenue shortfall that will be supported by a one-time transfer of \$580,000 from fund balance to the Point-of-Service health plan reserves.

Behrend has some concerns with the amount of money going into the capital plan. He respects the recommendations made by staff and supports them.

MOTION: Behrend moved, Broesch second, to tentatively approve the 2004 Capital Projects, Debt Service and the Non-Departmental Budget. **Motion carried:** 7-0.

Status Report on Fund Balances: Reserved, Unreserved, and Contingency Fund

Director Cummings distributed and discussed a handout titled General and Special Revenue Funds. The 2003 estimated ratio of expenditures to undesignated fund balance is 19.0% with expenditures totaling \$165,439,738 and undesignated fund balance totaling \$31,425,314. The county will maintain unrestricted balances to provide necessary working capital to avoid cash flow interruptions and short-term borrowing to fund daily operations and to maintain the county's Aaa/AAA bond ratings. The unrestricted governmental (general and special revenue) fund balance to governmental expenditures ratios will be maintained at a minimum of 11% or about eight weeks of working capital for operations. Our current target is 15%. Fund balance revenues will not be used to offset continuous operation costs. To the extent possible, reserves will be used to provide operating efficiencies over the long term. The 2003 estimate does not include unrealized gains or losses on investments. While the county typically holds these investments to maturity, generally accepted accounting principles require that these investments be recorded at their fair value. In 2002, unrealized gains resulted in additional income/unrestricted fund balance of \$2.4 million.

Closed Session

MOTION: Broesch moved, Morris second, to go into closed session at 11:22 a.m. in accordance with Wis. Stats 19.85 (1)(e) to consider the designated Contingency fund involving matters of competitive or collective bargaining reasons which require a closed session, and to approve closed session minutes of previous meeting(s). **Motion carried:** 7-0.

Director Cummings distributed and reviewed the handout titled Actual and Potential Contingency Fund Uses.

MOTION: Behrend moved, Broesch second, to return to open session at 11:29 a.m. **Motion carried:** 7-0.

MOTION: Behrend moved, Bruce second, to tentatively approve the Contingency Fund. **Motion carried:** 7-0.

Discuss and Consider Amendments to the 2004 Waukesha County Operating Budget

FIN - 1

MOTION: Marchese moved, Broesch second, to amend the 2004 Capital Budget as follows to reflect the first year of the adopted 2004-2008 capital plan.

Project # 200401 - Delay Moor Downs G.C. Clubhouse Relocation from 2004 to 2005

Expenditures:	County Executive	Amendments	Proposed Co. Board
		\$(21,750)	
Gross Expenditures	\$28,395,550	\$(21,750)	\$28,373,800
Revenues	County Executive	Amendments	Proposed Co. Board
Revenue Applied	\$2,030,468	\$-	\$2,030,468
Reserved/Proprietary Fund Bal	\$6,311,750	\$(21,750)	\$6,290,000
State IS Equipment Exemption	\$600,000	\$-	\$600,000
Borrowed Funds	\$14,000,000	\$-	\$14,000,000
Invest. Income Earned on Debt Issue	\$700,000	\$-	\$700,000
Tax Levy	\$4,753,332	\$-	\$4,753,332
Total Funding	\$28,395,550	\$(21,750)	\$28,373,800

Motion carried: 7-0.

FIN - 2

MOTION: Marchese moved, Broesch second, to amend the Parks and Land Use-Expo Center budget as follows: Remove the currently proposed budget objective #5 re: Issue a request for proposals (RFP) for the possibility of privatizing the Exposition Center. (2nd QTR 2004) **Motion carried:** 7-0.

FIN - 3

MOTION: Marchese moved, Broesch second, to amend the County Treasurer budget as follows: Increase Interdepartmental Revenue by \$21,260 to be charged to the County Clerk budget as a cost sharing of a Clerk Typist I-II position currently budgeted in the Treasurer budget. **Motion carried:** 7-0.

PERS - 1

MOTION: Marchese moved, Broesch second, to amend the County Clerk budget as follows: Increase Interdepartmental Charges by \$21,260 to be charged as a cost sharing of a Clerk Typist I-II position currently budgeted in the County Treasurer budget. **Motion carried:** 7-0.

PERS- 2

MOTION: Marchese moved, Broesch second, to amend the County Clerk budget as follows: Remove the proposed budget objectives as follows: 1. Posting & advertising of the ballots shall not exceed mandated state requirements. (1st quarter); 4. Work with the state and municipalities to create and administer the high school student poll worker recruitment program in order to have a sufficient number of poll workers to keep the election running smoothly. (1st quarter & 3rd quarter); 5. Create and administer a Waukesha County Voter Hall of Fame on the web site to acknowledge and honor Waukesha

County voters who take their right to vote seriously. (4th quarter); 7. Continue working with Municipal Clerks and Treasurers in performing the County's mandated required dog license distribution process. (4th quarter '03 & 1st quarter '04) **Motion carried:** 7-0.

PERS - 3

MOTION: Marchese moved, Broesch second, to amend the County Clerk budget as follows: Add the following objectives to the 2004 Budget: Accept US passport applications, as authorized by 2003 ordinance. (4th quarter '03, 1st quarter '04); Publish the pocket size public officials directories at the request of elected officials, residents and media. To help with the costs of the directories, only the number of public official directories pre-paid will be printed. **Motion carried:** 7-0.

PERS - 4

MOTION: Marchese moved, Broesch second, to amend the County Clerk budget as follows: Increase Personnel Costs by \$12,970 for insurance costs that were inadvertently omitted from the proposed budget and decrease Operating Expenditures \$12,970 by decreasing election costs based on the County Clerk's revised projection of the estimated 2004 election costs. **Motion carried:** 7-0.

PERS - 5

MOTION: Marchese moved, Broesch second, to amend the Corporation Counsel 2004 Budget as follows: Increase interdepartmental revenue and operating expenses by \$26,000 reflecting the purchase of child placement related legal services in order to expedite child placement cases for the Department of Health and Human Services. **Motion carried:** 7-0.

HHS - 1

MOTION: Marchese moved, Broesch second, to amend the Health and Human Services (HHS) 2004 Budget as follows: Increase Parent Services/Alternate Care interdepartmental expense appropriations by \$26,000 to purchase additional legal services in order to expedite child placement cases. Increase HHS-Parent Services/Alternate Care program general government revenue by \$26,000 reflecting the additional Federal IV-E revenue made available to HHS to fund expanded child placement legal services. **Motion carried:** 7-0.

HHS - 2

MOTION: Marchese moved, Broesch second, to amend the Veteran Services General Fund 2004 budget as follows: Increase operating expense \$4,500 to fund estimated costs of Veteran indigent burials and related headstone placement costs previously funded with all indigent burial costs in the Health and Human Services budget to comply with state statutes s45.16 and s45.18 by shifting \$1,000 from the Veteran's Commission operating expenses and increasing tax levy by \$3,500. **Motion carried:** 7-0.

EXE - 1

MOTION: Marchese moved, Broesch second, to amend the Federated Library budget as follows: Increase the County Federated Library Tax levy by \$158,935 to \$2,769,187 from the County Executive proposed Tax Levy of \$2,610,252. Increase operating expense appropriations \$158,935 to fund payments to Waukesha Federated Library System member libraries. **Motion carried:** 7-0.

EXE - 2

MOTION: Marchese moved, Broesch second, for Waukesha County UW Extension Office to accept the Community Service Block Grant from the Community Action Coalition for South Central Wisconsin, Inc.

(CAC) and amend the UW Extension 2004 budget as follows: Increase intergovernmental grant revenues \$10,000 in the Environmental program for a recent Community Service Block Grant (CSBG) grant award notification. Increase personnel cost appropriation by \$3,000, operating expense appropriation by \$6,500 and interdepartmental charges by \$500. The grant is for a community gardening collaboration project which continues the Huber garden project. **Motion carried:** 7-0.

EXE - 3

MOTION: Marchese moved, Broesch second, to amend the UW Extension 2004 budget as follows: Increase intergovernmental grant revenues \$127,000 and increase personnel cost appropriation by \$4,096, operating expense appropriation by \$116,554 and interdepartmental charges appropriation by \$6,350 for expenditures associated with grants for the Urban Initiative community based programs in accordance with the Community Development Block Grant (CDBG) ordinance. **Motion carried:** 7-0.

EXE - 4

MOTION: Marchese moved, Broesch second, for Waukesha County UW Extension Office to accept the U.S. Department of Health and Human Services Substance Abuse and Mental Health Services Administration Grant Funds (SAMHSA) and amend the UW Extension 2004 budget as follows: Increase intergovernmental grant revenues \$189,299 in the Urban Initiative program for a recent grant award notification. Increase personnel cost appropriation by \$1,185, operating expense appropriation by \$178,649 and interdepartmental charges by \$9,465. The grant will help the County's UW Extension office provide and conduct additional violence prevention education in the Haertel Field and Phoenix Heights neighborhoods. The grant funds will be used to develop, implement and measure results of youth, family and neighborhood educational and violence prevention programs. **Motion carried:** 7-0.

LUPE - 1

MOTION: Marchese moved, Broesch second, to amend the Parks and Land Use-Golf Course Fund budget as follows: Remove the currently proposed budget objective #7 re: Establish a study committee to make recommendations on the merits of the sale of Wanaki Golf Course and make recommendations on the option(s) for uses of the sale proceeds. (2nd Qtr. 2004) **Motion carried:** 7-0.

LUPE - 3

MOTION: Marchese moved, Broesch second, to amend the Parks and Land Use 2004 budget as follows: Increase intergovernmental grant revenues \$10,000 and the fixed asset expense appropriation by \$10,000 to provide partial funding for walkway improvements for handicap accessible parking at the Retzer Nature Center funded through a Community Development Block Grant (CDBG). **Motion carried:** 7-0.

JLE - 1

MOTION: Marchese moved, Broesch second, to amend the Sheriff Department budget as follows: Add the following objective to the 2004 Budget: Continue to work with the Criminal Justice Collaborating Council to enhance the utilization of electronic monitoring for Huber inmates, with accountability for public safety. **Motion carried:** 7-0.

JLE - 2

MOTION: Marchese moved, Broesch second, to amend the Sheriff budget as follows: In the Special Investigations program, increase General Government Revenue by \$7,831 for additional Byrne Grant revenue and Other Revenue by \$11,479 (FACT DARE donations for Sheriff equipment purchases) ; and decrease Operating Expenses by \$23,843 and Interdepartmental Charges by \$11,320 to reflect cost

reductions identified for the METRO Drug unit based on participating members funding these costs. In the Special Investigation program, increase Interdepartmental Charges by \$54,473 to provide expenditure appropriation authority for a Special Drug Prosecutor payment to the District Attorney's budget using Byrne Grant funding. **Motion carried: 7-0.**

JLE - 3

MOTION: Marchese moved, Broesch second, to amend the District Attorney budget as follows: In the Prosecution program, increase Operating Expenses by \$54,473 for expenditures to pay the State for an Assistant District Attorney-Special Drug Prosecutor position and increase Interdepartmental Revenues by \$54,473 to reflect the receipt of revenue from the Sheriff Department to fund the drug prosecutor position. **Motion carried: 7-0.**

MOTION: Haukohl moved, Behrend second, to remove amendment LUPE-2 and approve amendment SPRV – 6.

Broesch said he doesn't support amendment SPVR – 6 because it is associated with parklands. He doesn't agree with the mention of parklands in this amendment.

Mader said this amendment sets up an up-to-date inventory of land parcels in the county. Nothing could be sold without action from the County Board.

Broesch said it is a difficult issue. We already have a list of land through the treasurer's office.

Swartz said Dale's intent was to look at parklands that weren't in the county's plan and to get additional funds for the Tarmann Acquisition Fund.

Motion carried: 7-0.

Haukohl said amendment **JLE – 4** will be discussed by the committee at the meeting on November 5, 2003.

PW – 1

Haukohl said the Executive Committee discussed this amendment at length. The Wisconsin River Rail has \$30,000-\$31,000 left in fund balance from Waukesha County. The Executive Committee would like to use up this fund balance first before additional tax levy is used for transit maintenance.

Singert said the Public Works committee voted to accept this amendment with a vote of five to two (Swan and Behrend voted no). Singert gave a short history of Waukesha County's involvement in the rail system. In 2009 and 2010, the track that runs through Waukesha County is up for track maintenance. There have been improvements in rail lines in other counties to support the increased train volume on the tracks. This plan will address other improvements. Waukesha County has \$31,401 in a fund to support railroad system maintenance. In the end, the plan would commit Waukesha County to a ten-year plan at a rate of \$26,300 per year. The PW committee decided that Waukesha County has a commitment to transportation. We have a small portion of the track running through our county but there is a potential for more. This budget amendment would be for a two-year commitment to fund maintenance and then after two years, the situation would be reevaluated. In 2006, the county would reevaluate this to promote economic growth and to decide the importance of rail in our county. It is a compromise. It makes

economic sense to support this along with the roads and the airports. He heard that Waukesha County has too much fund balance in the budget so there should be payments of \$16,000 as a compromise. We would use the Wisconsin River Rail Transit fund balance plus \$16,000 to pay for maintenance.

Swartz said the amendment can't commit a future board but it can put the future board on notice.

Dwyer said we should add language to spend down our fund balance and a contingency stating that the other 14 counties have to join the plan. This is a private company seeking county funds. Two to three companies in the county actively use this rail system. We need to remember that this is a ten-year plan.

Bruce supported this amendment in Public Works because it takes truck traffic off the highways.

Haukohl recommended changing this amendment to use the remaining fund balance of \$31,401 and to reevaluate the situation next year.

MOTION: Morris moved, Broesch second, to consider a separate budget amendment at the Finance Committee meeting on November 5, 2003 that states the county's intent to use up the Wisconsin River Rail Transit fund balance before committing additional county funds and to not commit to the maintenance program without the support of the other 14 counties involved. **Motion carried:** 6-1 (Bruce voted no).

MOTION: Marchese moved, Behrend second, to table amendment PW – 1 until November 5, 2003. **Motion carried:** 7-0.

The committee recessed for lunch and reconvened at 1:15 p.m. Behrend arrived at 1:28 p.m.

Discuss and Consider Ordinance 158-O-084: Approve Land Use Permit to Allow Waukesha Water Utility to Construct, Operate and Maintain a Water Main within Minooka Park in the City of Waukesha

Linn explained the ordinance, which authorizes the county to enter into an agreement allowing the Waukesha Water Utility to locate a water main in Minooka Park. She stated the water main is located on the south side of Sunset Road which is the north edge of Minooka Park. It is 952 feet long by 20 feet wide. The purpose is to connect two dead end systems that will enhance the reliability of this system. Under the terms of the agreement, the Water Utility indemnifies the county against any liability in connection with the water main. Linn added that they've worked with the Water Utility to avoid taking any of the large trees.

MOTION: Broesch moved, Marchese second, to approve Ordinance 158-O-084: Approve Land Use Permit to Allow Waukesha Water Utility to Construct, Operate and Maintain a Water Main within Minooka Park in the City of Waukesha. **Motion carried:** 6-0.

Behrend arrived at 1:28 p.m.

Discuss and Consider Ordinance 158-O-085: Appropriate Additional Expenditures and Revenues for the Register of Deeds Office

Hasslinger said this ordinance modifies the 2003 Register of Deeds budget by appropriating \$250,000 in additional expenditure authority and recording fee revenues to fund estimated costs associated with

processing an estimated increase in the number of real estate documents. This increased volume requires additional temporary extra help and overtime related to personnel costs and additional interdepartmental imaging and postage expenses to process, record and return these documents. The higher document volume will increase recording fee revenues, which by the end of August exceeded the current 2003 modified budget by \$722,000. This ordinance uses \$250,000 of those revenues received.

Dubberstein distributed 3 handouts: Register of Deeds 2003 Revenues and Expenses, Number of Documents Record thus far in 2003, and Recorded Documents Processing for the Years 2001, 2002 and 2003 (# of days, benchmarks for entering/verifying and mailing out). Hasslinger explained the documents and answered questions from the committee.

MOTION: Morris moved, Bruce second, to approve Ordinance 158-O-085: Appropriate Additional Expenditures and Revenues for the Register of Deeds Office. **Motion carried:** 7-0.

Discuss and Consider Ordinance 158-O-087: Authorize the Waukesha County University of Wisconsin (UW) Extension to Accept School District of Waukesha 21st Century Community Learning Center Grant Funds

Jante said this ordinance authorizes the Waukesha County UW Extension office to partner with the School District of Waukesha by receiving a continuing 21st Century Community Learning subgrantee award in an amount not to exceed \$200,000. This grant award represents the third year of funding and continues the UW Extension support of two Community Learning Centers at Saratoga School in the Haertel Field neighborhood and White Rock School in the Phoenix Heights neighborhood. The federal allocation extends through May 31, 2004 with carryover privileges. Any unused amounts at the end of fiscal 2003 will require future County Board approval to carry over the grant to the 2004 budget. The fiscal note for the ordinance outlines the UW Extension budget expenditures.

MOTION: Behrend moved, Broesch second, to approve Ordinance 158-O-087: Authorize the Waukesha County University of Wisconsin Extension to Accept School District of Waukesha 21st Century Community Learning Center Grant Funds. **Motion carried:** 7-0.

Discuss and Consider Amendments to the 2004 Waukesha County Operating Budget (continued)
SPVR – 1, SPVR – 2, SPVR – 3

MOTION: Behrend moved, Broesch second, to hold over amendments SPVR – 1, SPVR – 2, and SPVR – 3 to the November 5 meeting. **Motion carried:** 7-0.

SPVR – 4

MOTION: Haukohl moved, Broesch second, to amend the County Board budget as follows: Add the following objective to the County Board and Committee Operations program: Provide input and direction from the County Board for the development of a comprehensive land use / business plan for the Expo Center and Airport grounds. This amendment results in no additional direct tax levy impact. **Motion carried:** 7-0.

SPVR – 5

MOTION: Haukohl moved, Bruce second, to amend the Parks and Land Use and Airport Commission budgets as follows: Add the budget objective for the Parks and Land Use Administration Program: In conjunction with the Airport Commission, develop a comprehensive land use plan/business plan for the Expo Center and Airport grounds. Add the budget objective for the Airport Commission budget: In

conjunction with the Department of Parks and Land Use, develop a comprehensive land use plan/business plan for the Expo Center and Airport grounds. **Motion carried:** 7-0.

SPVR – 6

Haukohl said this was already done.

Discuss and Consider Ordinance 158-O-088: Modify the 2003 Budget for Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) Program

Lewinski said this ordinance authorizes the Community Development 2003 budget to be modified by appropriating up to \$1,235,352 of program income. Actual program income received from January 1 through September 20, 2003 is \$935,352 and \$300,000 is estimated for the period of October 1 to December 31, 2003. Increasing budget expenditure authority will allow additional loans to be made for the programs specified in the ordinance. The CDBG and HOME programs that will be affected by this ordinance are as follows: Waukesha County Economic Development Corporation (\$240,000), Community Housing Initiative – Housing Rehab. Program (\$409,365), City of Waukesha HRAP (\$41,307), Historic Preservation Fund (\$6,954), Housing Development Fund (\$36,500) and HOME Investment Partnership (\$201,226).

A small typo was pointed out in Line 34: \$936,352 should be \$935,352.

MOTION: Behrend moved, Broesch second, to approve Ordinance 158-O-088: Modify the 2003 Budget for Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) Program. **Motion carried:** 7-0.

Future Agenda Item

Report on Results of Audits of CDBG Program.

Discuss and Consider Ordinance 158-O-089: Executive Subgrantee Agreements, HUD Grant Agreement and Funding Application for Final Statement of Objectives and Projected Use of Funds and Expenditure for Community Development Block Grant (CDBG) and HOME Investment Partnership Programs for the 2004 Program Year

Lewinski explained the ordinance which authorizes the County Executive to execute agreements with the federal government to accept up to the estimated amount of \$4,650,000 of CDBG and HOME grant funding, which amount is consistent with the proposed 2004 budget. In addition, agreements would be executed with the subgrantees in accordance with the final “Statement of Objectives” and “Use of Funds” detailing the allocation of the funds. This ordinance also authorizes accepting federal Community Development funding for various subgrantee awards for the county’s UW Extension office in the amount of \$127,000 and Parks and Land Use in the amount of \$10,000.

MOTION: Behrend moved, Griffin second, to approve Ordinance 158-O-089: Executive Subgrantee Agreements, HUD Grant Agreement and Funding Application for Final Statement of Objectives and Projected Use of Funds and Expenditure for Community Development Block Grant (CDBG) and HOME Investment Partnership Programs for the 2004 Program Year. **Motion carried:** 7-0.

Discuss and Consider Ordinance 158-O-090: Appropriate Additional U.S. Department of Housing and Urban Development Funds for Program Year 2003 for the Community Development Block Grant Program and the HOME Investment Partnership Program to Modify the 2003 Budget

Lewinski said every year they estimate their budgets. Last year their estimates were slightly lower due to new census data. This ordinance asks for the acceptance of grant money and the ability to reprogram it into the program.

MOTION: Morris moved, Behrend second, to approve Ordinance 158-O-090: Appropriate Additional U.S. Department of Housing and Urban Development Funds for Program Year 2003 for the Community Development Block Grant Program and the HOME Investment Partnership Program to Modify the 2003 Budget. **Motion carried:** 7-0.

Discuss and Consider the Contract Procurement Process for Contract No. 0349 - Computerized Maintenance Management System

Keckeisen/Crosswaite said this project comes in under budget. The contract will be awarded to Maximus Asset Solutions Division. The total budgeted amount is \$160,350 for the three-year Capital Project while the contract amount is \$153,060. The three-year cost break down is as follows: the first year will cost \$65,350, the second year costs \$48,312.40 and the third year \$39,397.60. As part of the cost evaluation process, Information Systems is asked to provide an estimated cost for hardware/software required to run the proposed system. Once the process is approved, they will do a thorough analysis with the selected contractor to determine if existing equipment can be utilized. At this time, it is anticipated that it can run on existing hardware/software.

MOTION: Behrend moved, Bruce second, to approve the contract procurement process for the Computerized Maintenance Management System.

Marchese left the meeting at 2:30 p.m.

Motion carried: 6-0.

Public Works General Fund Transfer from Operating Expenses to Personnel Expenses

Keckeisen/Crosswaite discussed fund transfer 2003-400-1 for Public Works. The 2003 budget includes \$30,000 to paint areas of the Juvenile Center. Internal staff made a proposal to paint the Juvenile Center which was more cost effective than the private sector. Funds are being transferred to the Overtime account because it is anticipated the majority of this work will be completed during overtime hours. Labor hours and expenses for this project will be monitored and analyzed and used as a benchmark when comparing costs of completing future projects with internal staff or external contracts. Until a benchmark can be established, accurate comparisons cannot be made.

MOTION: Broesch moved, Griffin second, to approve the Public Works General Fund Transfer from Operating Expenses to Personnel Expenses. **Motion carried:** 6-0.

Discuss and Consider Ordinance 158-O-091: Appropriate Medical Assistance Waiver Funding for the Department of Health and Human Services

Messinger, Kutz, Bodien and Mireles were present. Messinger said this the first in a series of ordinances that will be brought to the committee to help put monies back into the account through amendments.

Kutz explained the ordinance, which appropriates \$1,188,067 in federal/state medical assistance waiver funds available through the State of Wisconsin to purchase community-based care and services for frail elderly and persons with physical and developmental disabilities within the Health and Human Services

2003 Long Term Care budget. This year's funding appropriations are to cover full year continuation of base budget expenditures started for this client group in 2002. It also will provide for increasing service needs for many of the existing clients to remain in their home or community placement and recognizing a higher overall average cost per day for purchased services. Due to the recent state notification of funding availability and receipt of these funds, the 2003 budget did not include this appropriation of \$1.188 million.

MOTION: Behrend moved, Griffin second, to approve Ordinance 158-O-091: Appropriate Medical Assistance Waiver Funding for the Department of Health and Human Services. **Motion carried:** 6-0.

Discuss and Consider Resolution 158-R-010: Support the Department of Health and Human Services Participation in Coordinating the Intensive and Post Intensive Autism Treatment Services Portion of the Home and Community-Based Services Waivers for Children as Proposed by the Department of Health and Family Services

Messinger, Kutz, Bodien and Mireles were present. This resolution is to support the county Health and Human Services Department's participation in the Intensive and Post Intensive Autism Treatment Services of the Home and Community-Based Services Waivers for children as proposed by the State of Wisconsin Department of Health and Family Services. Health and Human Services Department staff indicate that contracted waiver funded autism services are estimated to increase the 2004 expenditure and revenue budget by approximately \$2.5 million and will provide services for approximately 100 children.

Messinger said the state is asking the counties to participate in this program and if we don't they have the option of contracting. Messinger said they don't believe that contracting would be the best approach for Waukesha County because the 107 kids for the most part are not in our system. It would be an expanded service population that would be extremely expensive if we're not successful in keeping them in their own homes. Autistic kids are very challenging and if they end up in a care system, such as the Oconomowoc Developmental Training Center, it would cost \$8,000 per month or close to \$100,000 per year for each individual. Messinger said it is in the county's best interest that this population is managed and that we provide supportive services to those families so the children do not end up outside the home. Messinger said if we find we cannot manage the program within the funds that the state has made available, we could give 60 days notice and turn it back to the state. The state would then contract it out to a private provider. Mireles said if we don't take this on, we're looking at a potential placement and a long-term foster care commitment. The positive is if we meet the families, develop a relationship, and provide the support, we have the opportunity to intervene and reinforce parental responsibility.

Haukohl stated there is no better agency to handle this than the county except she is concerned about entering into another partnership with the state. However, if we want to do this we have to be committed. Messinger said they have the same concerns but do feel the upside outweighs the downside, and the county will have more control.

Haukohl asked is there any type of charge to the parents? Bodien said yes. Also, everyone can participate in this as long as the child is Title 19 eligible. Because of the Katy Becket law, parent income is waived in the determination of eligibility, but there is a significant cost share on families.

MOTION: Morris moved, Griffin second, to approve Resolution 158-R-010: Support the Department of Health and Human Services Participation in Coordinating the Intensive and Post Intensive Autism

Treatment Services Portion of the Home and Community-Based Services Waivers for Children as Proposed by the Department of Health and Family Services. **Motion carried:** 6-0.

Discuss and Consider Ordinance 158-O-093: Adopt 2004 Waukesha County Budget

This item was held over to the November 5th committee meeting.

MOTION TO ADJOURN: Behrend moved, Broesch second, to adjourn the meeting at 3:05 p.m.
Motion carried: 6-0.

Respectfully submitted,

Joseph F. Griffin
Secretary